

**PETITION FOR THE REZONING OF LAND  
IN THE CITY OF WOODSTOCK, ILLINOIS**

<b>IN THE MATTER OF THE APPLICATION OF _____ FOR AMENDMENT OF THE UNIFIED DEVELOPMENT ORDINANCE OF THE CITY OF WOODSTOCK, ILLINOIS AND THE REZONING OF PROPERTY IN WOODSTOCK, McHENRY COUNTY, ILLINOIS</b>	} } } } } } } }	ss
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Your Petitioner, \_\_\_\_\_, respectfully represents to the Plan Commission and City Council of the City of Woodstock, Illinois, the following:

1. That \_\_\_\_\_ is the owner of record of the real estate which is hereinafter referred to as the Subject Property and which is the subject of this Petition, said real estate being legally described as follows:

INSERT LEGAL DESCRIPTION

2. That the Subject Property has a Property Identification Number (PIN) of \_\_\_\_\_.

3. That the Subject Property has an area of \_\_\_\_\_ acres, more or less, and is situated at the following address/location: \_\_\_\_\_.

4. That a survey of the Subject Property has been prepared and is attached hereto as Exhibit A.

5. That the Subject Property is presently classified as \_\_\_\_\_ zoning district.

6. That land abutting the Subject Property is presently classified as \_\_\_\_\_ zoning district to the north, \_\_\_\_\_ zoning district to the south, \_\_\_\_\_ zoning district to the west, and \_\_\_\_\_ zoning district to the east.

7. That the present use of the Subject Property is \_\_\_\_\_ and the intended use of the Subject Property is \_\_\_\_\_.

8. That the Petitioner requests that the zoning classification of the Subject Property be changed to \_\_\_\_\_ in accordance with the terms and provisions of the City of Woodstock Unified Development Ordinance.

9. That the Subject Property is located and well suited for uses allowed in the requested zoning classification, and that such uses are compatible with surrounding land uses and with the City's comprehensive planning documents.

10. That taxpayers abutting, adjoining, and within two-hundred-fifty (250) feet of the Subject Property, as shown on the tax rolls of the McHenry County Assessor and listed on Exhibit B attached hereto, have been notified according to law of the required public hearing before the Plan Commission concerning this Petition.

11. As required by Section 72, Chapter 148 of the Illinois Revised Statutes when the Subject Property is owned in trust, attached as Exhibit C is an affidavit pertaining to the ownership of the beneficial interest of the trust holding title to the Subject Property and listing the names of all beneficiaries of the trust.

12. That the owner of the Subject Property does hereby allow representatives of the City of Woodstock, including its Plan Commission and City Council, to enter upon said Subject Property in order to examine it in preparation for the City's review of this Petition.

13. That if applicable, a Natural Resources Information (NRI) Report has been prepared for the Subject Property and accompanies this petition. Also, if applicable, an EcoCAT consultation process has been initiated with the Illinois Department of Natural Resources (IDNR) and a copy of IDNR's response accompanies this petition.

In consideration of the above representations, your Petitioner requests that (i) the Chairman of the Plan Commission of the City of Woodstock set a date, time, and place for a public hearing on the contents of this Petition; that (ii) the Plan Commission, after the taking of testimony and viewing of exhibits presented during said public hearing, recommend to the City Council of the City of Woodstock the change in zoning classification of the Subject Property to \_\_\_\_\_ zoning district; and that (iii) the City Council of the City of Woodstock change the zoning classification of the Subject Property to \_\_\_\_\_ zoning district as petitioner herein.

**SIGNATURES:** As owner of the Subject Property, I hereby authorize the seeking of the above requested action.

_____	_____
Signature of Owner	Date:
_____	
Print Name of Owner	
	_____
Signature of Petitioner (if different from owner)	Date:
_____	
Print Name of Petitioner	

**NOTE:** If the Subject Property is held in trust, the trust officer must sign this petition as owner.

Items in parenthesis/italics are to be added by the Petitioner

<b>REVIEW APPLICATION CITY OF WOODSTOCK, ILLINOIS</b>	
Project Name:	
Requested Review	Rezoning
Project Type:	<i>(residential, commercial, industrial, institutional, etc.)</i>
Project Location:	<i>(address/location)</i>
Project Description:	
Property Owner:	
Property Owner's Address:	
Applicant – if not Owner:	
Applicant's Address:	
Statement of Applicant's Interest:	<i>(owner's representative, attorney, engineer, etc.)</i>
Attorney – if applicable:	
Engineer – if applicable:	
Surveyor – if applicable:	
Other:	
Owner's Signature:	Date:
Applicant's Signature:	Date:

## **ADDITIONAL INFORMATION**

### **NATURAL RESOURCES INFORMATION (NRI) REPORT**

A Natural Resources Information Report (NRI) is required as part of the submittal materials when a request to rezone property is made to the City. The requirement for an NRI may be waived when the property is already developed and the impact on the natural environment is insignificant. An NRI is provided for a fee from the McHenry-Lake County Soil & Water Conservation District, located at 1648 South Eastwood Drive, Woodstock, IL 60098. The District can be contacted by telephone at 815-338-0099.

### **ENDANGERED SPECIES CONSULTATION**

An EcoCAT consultation through the Illinois Department of Natural Resources (IDNR) may be required. The EcoCAT consultation process allows local governments to consider the potential adverse effects of proposed actions on Illinois endangered and threatened species and sites listed on the Illinois Natural Areas Inventory. EcoCAT uses databases, geographic information system mapping, and a set of programmed decision rules to determine if a proposed action may be in the vicinity of protected natural resources. A natural resource review report will be generated that either (i) terminates consultation if no resources are in the vicinity, or (ii) lists resources that may be in the vicinity and identifies the IDNR staff member who will review the action. After review, IDNR will terminate consultation because adverse effects are unlikely, request additional information, or recommend methods to minimize potential adverse effects.

An EcoCAT consultation is required when land is proposed to be rezoned from a non-urban classification to an urban classification (e.g. from agricultural to residential) or a change from one urban classification to another for land not developed and used in its entirety for commercial, industrial, or residential purposes. Rezoning requests for land currently zoned, developed, and used in its entirety for commercial, industrial, or residential purposes are typically exempt from EcoCAT consultation. The City may delegate this responsibility to the parties seeking rezoning approval. EcoCAT consultation process can be initiated at <http://dnr.state.il.us/orep/ee/brief.htm>.

### **MEETING/PUBLIC HEARING DATES ARE DETERMINED BY CITY STAFF**

A rezoning public hearing request cannot be scheduled until the application is complete and necessary revisions have been made, and all required fees are paid. The rezoning request will then be scheduled for the next available Plan Commission meeting. The Petitioner will be notified of the meeting date.

### **NOTIFICATION REQUIREMENTS**

A public hearing before the Plan Commission is required for a rezoning application. The following notification requirements must be followed in accordance with State law.

#### **Legal Notice**

The petitioner is required to have a legal notice published in a local newspaper (the Northwest Herald or Woodstock Independent), not more than thirty (30) days nor less than fifteen (15) days prior to the Plan Commission public hearing date (do not count the day of the hearing). The notice should be submitted to the Community and Economic Development Department for approval prior to submitting the notice to the newspaper. The notice must be delivered to the

newspaper classified department several business days before the date on which the legal notice is published. Due to differing deadlines, the applicant should check with the preferred newspaper to determine deadlines. The legal notice shall be in the form of the attached sample.

### **Certified Letter Notice**

The petitioner is required to distribute a copy of the Legal Notice by Certified Mail (with return receipt) to all owners of property within 250 feet of the subject property. In many instances it is appropriate to include a cover letter with the Legal Notice in order to explain the request being made and to help answer any questions which may arise prior to the public hearing date. Names and addresses of surrounding property owners can be obtained from the McHenry County Assessor's Office. Mailing must occur not more than thirty (30) days nor less than fifteen (15) days prior to the scheduled public hearing date (do not count the day of the hearing). Return receipts must be submitted to the Department of Community and Economic Development no later than the date of the public hearing.

### **Sign Posting**

A sign providing notice of the required public hearing is required to be posted on the Subject Property. The sign shall be visible from an abutting public right-of-way. The sign must be placed on the subject property not more than thirty (30) days nor less than fifteen (15) days prior to the scheduled public hearing date (do not count the day of the hearing). Signs are provided and placed by the Community and Economic Development Department unless other provisions are made.

**SAMPLE PUBLIC HEARING LEGAL NOTICE**

Items in parenthesis/italics are to be added by the Petitioner. The completed legal notice should be reviewed by City staff before mailing or submitting it for publication.

**BEFORE THE PLAN COMMISSION OF THE CITY  
OF WOODSTOCK, McHENRY COUNTY, ILLINOIS**

In the Matter of the Application of *(name of petitioner, trust, etc.)*

**PUBLIC HEARING LEGAL NOTICE**

Notice is hereby given in compliance with the Unified Development Ordinance and zoning regulations of the City of Woodstock, Illinois, that a public hearing will be held before the Plan Commission of the City of Woodstock upon the application of *(name of petitioner, trust, etc.)* relating to the following property commonly known as *(address/location of property)* and legally described as:

*(legal description of property – please indent)*

This application is filed for the purpose of rezoning the aforesaid described property to *(insert requested zoning district)* pursuant to the requirements of the Unified Development Ordinance and zoning regulations of the City of Woodstock, Illinois.

A public hearing before the Plan Commission on said application will be held at 7:00 p.m. on *(date of Plan Commission public hearing as determined by City staff)*, at the Woodstock City Hall Council Chambers, 121 West Calhoun Street, Woodstock, Illinois, at which time and place any person wishing to be heard may be present.

/s/ Plan Commission  
City of Woodstock, Illinois

To be published on: *(date of publication)*.